

# **JUS.T.I.S. \* Governance Council Meeting Minutes**

\*Justice Tracking Information System

Thursday, August 2, 2007, 10:00 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 201

San Francisco, California 94102

## **Attendance**

Sheriff	Michael Hennessey	Mayor	Gavin Newsom
Sheriff	Eileen Hirst	MOCJ	Lenore Anderson
Sheriff	David Hardy	MOCJ	Sasha Hauswald
Adult Probation	Arturo Faro	Mayor	Philip Ginsburg
District Attorney	Martha Knutzen	Mayor	Wade Crowfoot
DOSW	Jill Tregor	Mayor	Julian Potter
Juvenile Probation	Jose Luis Perla	Mayor	Nani Coloretti
Juvenile Probation	Samuel Ho	Mayor	Jenny Louie
Police	Greg Yee	Mayor	Michael Yuen
Police	Tom Feledy	Mayor	Courtney Robinson
Police	Lawrence Kempinski	DTIS	Chris Vein
Police	Anita Sevilla	DTIS	Walt Calcagno
Superior Court	Pat Jeong	DTIS	Rob Castiglia
IT PM	Al Corker	DTIS	Siu-Mei Wong
IT PM	Tom Murphey	Coordinator	Paula Itaya

## **Call to Order**

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:02 a.m. Eileen noted that the meeting was duly posted according to the Sunshine Ordinance; however, since no members of the public were present, it would not be necessary to call for public comment after each Agenda item. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen welcomed Mayor Gavin Newsom and Sheriff Michael Hennessey to the meeting.

## **Adoption of Agenda - Action Item**

Eileen suggested that the HUB Demonstration be moved to the front of the Agenda. There were no objections and the Agenda was adopted accordingly.

## **HUB DEMONSTRATION – Discussion Item**

Rob Castiglia and David Hardy presented a demonstration of the integration and interaction of the Jail Management System (JMS) and the JUSTIS HUB. Rob showed an overview of the HUB components. He said that there would not be direct connections from one agency to another. The HUB monitors the network connections and in the event of failure, would send a notification message. The HUB uses an Oracle product, Business Process Execution Language (BPEL), to enable communication to and from the various case management systems. Rob said that they would demonstrate an initial booking transaction from the JMS, which would be processed by the HUB, and converted into a record format that could be received by the legacy mainframe. The HUB continually monitors for messages from the JMS. Rob said that they would be demonstrating only an initial booking transaction, but they have been working on all of the JMS transactions. The JMS also continually monitors for incoming messages, which allows for real-time processing of court and action number assignments and scheduled court dates.

David said that he was demonstrating a typical booking card that would be completed by a deputy at the booking facility. A "Booking Wizard" provides a checklist to insure that each required element would be completed. After the data has been entered, it would be transmitted to the HUB. The HUB picks up the booking message, sends data to the mainframe, and a subsequent search in the JMS reveals information, which has been returned from the mainframe, and ultimately, the integrated HUB.

Rob then showed that the HUB, monitoring the JMS for updates, has picked up and consumed the booking message. BPEL enables the gathering of business process information from the agencies and has entered the information into the Global Justice Information system, and sends the data to the mainframe. From the CMS mainframe, the additional data would be transmitted to the JMS.

Mayor Newsom asked for an estimate of completion for the Project. Rob said that they plan to have the HUB Project completed by the end of the current fiscal year, and there are several variables that might impact the planned timeline. One variable is staffing. Walt Calcagno said that Rob and Siu-Mei Wong are the only two staff dedicated to the JUSTIS Project. Nani Coloretti, the Mayor's Budget Director, said that three million dollars was given to the JUSTIS Project through the budget process for this fiscal year.

Walt thanked Chris Vein, Executive Director of the Department of Telecommunications and Information Services (DTIS), for the daily meetings to ensure that everything possible is being done to hire the needed staff. Walt said that it might not be possible to have staff in place quickly through the City process, and due to the urgent nature of the circumstances, consultants might have to be added. Walt said that he thinks that they would have staff in place by October. In answer to a question regarding the Police case management system, Walt said that DTIS does not have control over the implementation of departmental case management systems; the departments do. Further, this Committee does not control the individual systems, beyond the scope to provide project approval and technical review, granted by the JUSTIS Council and Project Sponsor. He added that the personnel working on the systems are the best he has seen in a number of years. He noted that eight hundred thousand dollars have been awarded for enhancements to the base systems, which speaks credibly for the Managers, who have requested and justified the funds. He said that departments see the capabilities of their systems and want even more help for their departments. Chris said that he is fully committed to the completion of this Project and will spare no DTIS resources to insure it.

Departments were asked to estimate the planned implementation dates for their systems: Greg Yee said that the Police Department (SFPD) needs to upgrade its computer network. In addition, New World System (NWS) is going to change their current report writing module to a newer version. SFPD does not want to begin training on the current version and then have to retrain the members on the newer version, which may be released early next year. NWS has scheduled a demonstration of their new report writing module on August 21 and 22, 2007.

Greg said that they hope to implement the Records Management System (RMS) at the Bayview Station in April 2008, and to have completed their full implementation by April 2009. In answer to a suggestion regarding the use of consultants, he said that they hired a consultant to do a full network analysis and found that they needed an overhaul of their infrastructure. In answer to a question regarding what would be needed to move up their timeline, Greg said that they could use help with the acquisition of additional staffing and resources. Walt added that the HUB development does not depend upon all of the departmental systems being viable. They could activate each departmental connectivity as it is ready. It was noted, however, that full realization of the HUB Project involves the "completion" of the departmental case management systems and their connectivity to it.

Pat Jeong said that Superior Court has a target date of July 2008. She noted that the Administrative Office of the Courts (AOC) has indicated that a statewide system is being developed and is to be used when viable. Walt added that the HUB is set up to interface with any case management system. Pat said that Rob is working with them on the data and the processes. She said that the process involving street cites, a major endeavor, has not been decided as yet.

Jose Luis Perla said that the Juvenile Probation System has been ready since 1998, and they are waiting to connect to the HUB. Jose said that he would be attending the Council meetings in the future and will be working with the Police Department on data integration. He said that he is looking forward to connecting to the HUB application, and will discuss the resources needed with DTIS and the Juvenile Probation network engineer.

Chris said that the Committee on Information Technology (COIT) has been re-structuring its schedule. This Project will be reviewed on a quarterly cycle, next in October. He said that Department Heads are welcome to attend and identify ways in which COIT may be helpful in expediting their work. Sheriff Hennessey said that the new system would provide a vast improvement in the sharing and collection of data, especially within the departments, which is not readily available in the legacy system.

Philip Ginsburg asked for a clarification regarding project management. Chris said that the Mayor's Office of Criminal Justice (MOCJ) is the Project Sponsor. The JUSTIS Governance Council, this steering committee, is composed of voting member departments who use the system, and the Council sets policy. In addition, there is a Technical Steering Committee (TSC) to review and make recommendations regarding technical viability and financing for JUSTIS projects. Walt is the Project Manager and chairs the TSC. The consultant to the Project is Al Corker, IT Project Methods (IT PM). DTIS is the internal contractor (vendor). The governance structure of the Project is set by City Ordinance.

Summarizing completion dates of departmental case management systems:

- Adult Probation – completed
- District Attorney – completed
- Juvenile Probation – completed
- Sheriff – completed
- Public Defender – near completion
- Superior Court – 07/08
- Police – 04/09
- DOSW portal – completed
- MOCJ portal – would parallel DOSW portal

It was noted that the Juvenile system, implemented in 1998, could be interfaced to the HUB. In answer to a question, Eileen said that the case management systems that are completed have not been connected to the HUB as yet. She added that when the Sheriff is connected, all of the work in regard to that connection could be applied to each of the other systems, as they are ready for connection. Rob said that when each database is finalized, connections to the HUB (the spokes) could be developed. They would then know how many data elements are involved, which would provide a basis for a timeline. The departments would decide on the data that is to be brought from the legacy system, as well as the additional data to be collected. Eileen added that when all the departments are fully connected to the HUB, it would be possible to stop maintaining the legacy system for this project.

Eileen thanked Rob and David for the excellent and enlightening demonstration, which the members appreciated. At that point, the Agenda was resumed. Eileen introduced and welcomed Jill Tregor, a new representative from the Department on the Status of Women (DOSW).

#### **Adoption of Minutes - June 14, 2007 - Action Item**

Chris Vein moved to adopt as final the Draft of Minutes of the meeting of June 14, 2007 as submitted, dated June 18, 2007. Arturo Faro seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

#### **Executive Sponsor Update - Discussion/Action Item**

Lenore Anderson said that she has been working on two major items: One is to alert the Mayor's Staffing and Budget Office to the challenges facing the Project, which were presented at the last Council meeting. Lenore said that the budget staff is fully aware of the importance of the Project and want to help; hence their presence at the meeting today. She thanked members for the HUB/JMS demonstration and their frank participation regarding their projects. She added that she hopes to be a forceful and successful advocate for the Project. Lenore said that she has been working with and assisting DTIS to try to resolve some of the staffing and resources problems.

Lenore said that another area that she has been working on is the hiring of an Operations Director, a new position at MOCJ. This person would work halftime on the internal management of MOCJ, and halftime fully dedicated to the JUSTIS Project. Lenore said that she wanted to have someone on the staff who could commit more time to JUSTIS than some of her staff is able to do. She said that the position has been posted on the MOCJ website, as well as on the City Department of Human Resources website. She said that she has added some experience with criminal justice systems and technology to the desirable job qualifications.

Eileen added that the Council is fortunate to have Lenore as the Executive Sponsor of the Project. Eileen said that this level of pro-activity on the part of the Executive Sponsor has not been seen for a number of years. On behalf of the members, she thanked Lenore for her commitment and engagement, which are very welcome and appreciated.

#### **Technical Steering Committee (TSC) Update - Discussion/Action Item**

Walt presented a summary of the recent activities of the TSC. Walt said that there were three departmental visitors to the TSC: the Police, regarding security issues for vendor access to their system; the Public Defender, who demonstrated the latest deliverables; and Superior Court, regarding their data requirements. Walt said that they are completing work on the contract amendment with PlanGraphics, the HUB vendor, and have begun the renewal process on the contracts for IT PM and Owens Information Systems (OIS).

Walt said that he wanted the Council to acknowledge the accomplishments and contributions made by Inspector Lamont Suslow, who has recently retired from the Police Department. Walt said that Lamont had worked with all of the departments at the Hall of Justice for many years, and on the JUSTIS Project as well. Everyone has appreciated his efforts, knowledge and skills, and knew that Lamont was someone to be depended upon. He will be missed.

#### **Case Management System Update - Discussion/Action Item**

District Attorney - Martha Knutzen presented the update. Martha said in this fiscal year, they have received funds to go to the next version of their software. She said that she would be working on preparations for connecting to the HUB. She said that they are cleaning up some errors in the system. The system is running and they still receive data from the Court Management System (CMS). All personnel: clerical, investigators, attorneys, use the system. They are working on goals for all the secretaries to generate complaints. Martha said that they would soon be able to generate all complaints and informations. They are hiring new secretaries and assistant-paralegals and will be training them. Martha added that the new hires are computer literate and train very quickly. She said that they do not have a date for the HUB interface.

Public Defender – After the meeting, Rene Manzo provided the following update to the Gideon Project, their case management system: Rene said that they are moving forward very well, but still have a lot to do. Two weeks ago, the TSC approved two deliverables: a Migration Analysis and Protocol Review, and the Data Integration Methodology and Design. Rene said that they have completed the HUB integration and data extraction preparation. By the end of August, they expect that DTIS would extract data from the mainframe, and Gideon's scripts would upload data to their database. In addition, they have completed the Office Event/Request Methodology, the Notes and Attachment Methodology, and the Public Defender Disposition Methodology. The Implement Attachment and Note Processing component is in progress.

Adult Probation Department (APD) – Arturo said that they are approximately eighty-five percent completed with the data clean up. He said that they have begun work on hiring a second IT person, who would need a database background. He said that they need a system upgrade, and might hire an outside consultant to assist with that. Arturo said that their vendor, Syscon, has recently merged with another company, based in the United States. He said that they have had a good working relationship for six years, and have been assured that it would continue. Arturo said that Syscon has promised to complete the work in progress without additional charges. In addition, he said that Al Corker has been helpful in working with them.

Updates for the following systems are included in the discussion following the HUB Demonstration (above): Police Department, Sheriff's Department, Superior Court, and the HUB Project.

Server Project – Rob said that the present priority is the switch replacement at the Hall of Justice (HOJ). They have ninety-five per cent of the necessary hardware. The purchase of the remaining five per cent is being expedited. Rob said that they should have the equipment within a week. He said that he is working on a schedule for DTIS Operations and Infrastructure (O & I) to perform the replacement at HOJ, after all the equipment has been received. Once the switch is installed, the departments can be disconnected from the T-1 infrastructure and fibers. Rob said that the blades are on the way. They have been working with Purchasing on the required bidding language for the post and purchase of the JUSTIS Storage Area Networks (SANs), which are being funded through a federal grant. He said that Purchasing now has all that is needed for posting. Rob said that they are working with the same vendor as was specified in the bid, so there should not be delays after the required posting time (two weeks). Rob said that he has been working with O & I to schedule the blades installation. The switch cutover is scheduled for the blades installation, to be followed by the SAN.

**New Business** - No new business was presented to the Council.

**Adjournment**– Eileen thanked the members for their attendance. The next Council meeting is scheduled for Thursday, September 13, 2007, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Chris moved to adjourn the meeting. Sasha Hauswald seconded the motion, which was carried unanimously. The meeting was adjourned at 11:15 a.m.